460th Contracting Squadron

Integrity - Service - Excellence

Resource Advisor Training

Overview

- Mission
- Timelines
- Procurement Methods
- AF Form 9
- Contract Awards
- Deliveries
- Contract Authority
- Receiving Reports

Contracting Mission

Support our customers with timely, quality acquisitions while complying with all laws and regulations in peace, war and humanitarian efforts.

How Long Does It Take?

- **How long does it take for CONS to buy it?**
- **What if it's an emergency?**
- **Can I call the vendor to start work and then bring the Form 9 over to CONS?**

  No…but CONS will help

- **Can I call the vendor to speed it up?**

  No…get CONS involved

- **Can I split my requirement into 2 halves using my IMPAC card?**

  No…but CONS can buy it!

Purchase Timelines

(not including delivery time)

- **Your Purchases**
- **Under $2.5K…IMPAC, so it's up to you**
- **$2.5K – $25K…IMPAC if on a GSA schedule!**

- **CONS Purchases**
- **$2.5K – $100K…25 days**
- **Over $100K…120 days**
  - **Over $500K…120 days (requires PACAF review)**

Procurement Methods

- DD Form 1348-6 (Supply; Trend Western)
- AF Form 9
  - AF Form 3215 for computer-related items
  - AF Form 332 for work orders
- IMPAC

Filling Out the AF Form 9

- When is it required?
- Minimum Form 9 standards
  - Item description
  - Purchase Request Number
    - F; 1, Q or 7; Org Code; FY and Julian date; Serial #
    - Example: F1 324 0113 0001
- The RA's responsibilities
- How does it travel through ABSS?

Contract Awards

- How do I know if it's been awarded?
- Where do I get a copy of the award document?

NAFI DEDA

www.nafi.navy.mil

For instructions, see CONS on the Intranet

Late Deliveries

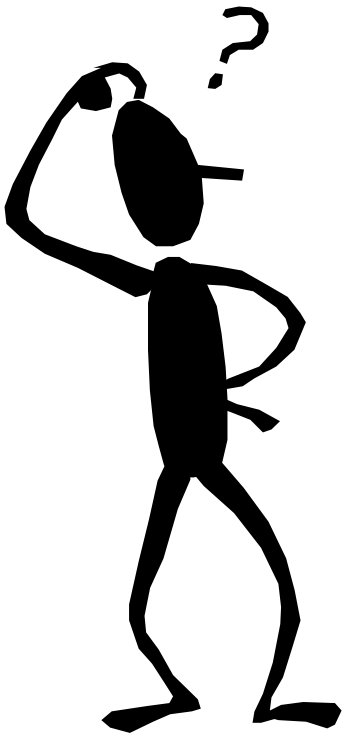
- **It's been awarded 8 months ago and nothing came in yet…what are my options?**

Receiving Reports

- **RA responsibilities**
  - **Conduct Inspection; and**
  - **Document DD 250 (acceptance); or**
  - **Alert CONS that it's *not* what you wanted**
- **Why is that important?**

Contract Authority

- The Contracting Officer's power
- Your (lack of) power
  - But: Market research is a joint responsibility
  - How else can we help you get what you wanted?



Questions?